

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>16-024</p>	Subject/Title	Guardianship and Adoption Assistance Program Procedure Changes
	Type	<input checked="" type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
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	Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:

The Adoption Subsidy Office has changed its name to the Adoption and Guardianship Assistance Office. Below please find helpful information regarding the adoption and guardianship assistance programs and process requirements:

Adoption Assistance Applications:

The DHS 1341, Adoption Assistance and/or Medical Subsidy Application, was updated 10/1/2015. As of **February 1, 2016**, the Adoption and Guardianship Assistance Office will no longer accept an outdated application form.

MDHHS and private agency adoption workers/supervisors must submit adoption assistance and/or medical subsidy application packets via MiSACWIS. Medical subsidy documentation is to be uploaded into the medical subsidy eligibility shell. Please do not upload the medical subsidy documentation into the adoption assistance shell. When an adoption assistance application and/or medical subsidy packet or a change request has been uploaded to MiSACWIS, email the newly established Application and Opening Request mail box; MDHHS-AGAO-apps-and-openings@michigan.gov. Please include child's name and MiSACWIS Person ID (PID) in your email.

This notification email is important as we do not receive notification via MiSACWIS that an application has been uploaded.

If a change request is being requested following an issued adoption assistance and/or medical subsidy agreement, a new shell is needed.

Adoption Assistance Denials:

When a family is denied adoption assistance, the adoption worker must ensure that the signed denial form is uploaded to MiSACWIS. The adoption worker must inform their adoption assistance eligibility analyst once the upload has been completed; denials for medical subsidy do not need to be returned to the Adoption and Guardianship Assistance Office.

Adoption Assistance Case Openings:

Effective immediately, when submitting the paperwork for adoption assistance case opening, the final adoption assistance and/or medical subsidy agreement(s) with the MDHHS adoption assistance program manager signature must be uploaded to the child's shell as part of the opening paperwork packet. Once the opening packet has been uploaded, email MDHHS-AGAO-apps-and-openings@michigan.gov and include child's name and PID. This will help the Adoption and Guardianship Assistance Office expedite the opening process.

Please make sure that the opening paperwork is submitted timely. This can occur once the Order Placing Child After Consent is received by the adoption worker and entered into MiSACWIS. Any questions regarding adoption assistance and/or medical subsidy openings once the required opening paperwork has been submitted can be directed to Mark Prelesnik at PrelesnikM@michigan.gov or 517-241-9126.

Reminder: When the family is only eligible to receive medical subsidy, the worker must still upload the opening paperwork into MiSACWIS timely and email to MDHHS-AGAO-apps-and-openings@michigan.gov following receipt of the Order Placing Child After Consent.

Nonrecurring Adoption Expenses (NRE) and Nonrecurring Juvenile Guardianship Expenses:

Nonrecurring adoption expense claims and nonrecurring juvenile guardianship expense claims must be submitted via MiSACWIS. Please upload the nonrecurring expense documents and email to the nonrecurring expense email box; MDHHS-AGAO-NREmailbox@michigan.gov. Please include the child's new PID in the email.

Juvenile Guardianship Assistance:

If you have questions regarding the guardianship assistance program and/or application process please contact Sarah Hawes at (517) 241-1323 HawesS@michigan.gov or Dawn Ray at (517) 241-6570 RayD@michigan.gov.

An application for juvenile guardianship assistance (GAP) must be made and an agreement in place prior to the appointment of the juvenile guardian by the court. If the court appoints a juvenile guardian prior to the guardian having a fully executed agreement in place, including the final MDHHS guardianship assistance program managers signature, then the child will not be eligible to receive guardianship assistance.

For further information about the guardianship assistance program, please see the guardianship assistance policy manual at <http://www.mfia.state.mi.us/olmweb/ex/html/>.

Juvenile Guardianship Assistance Applications:

Effective immediately, the DHS-3310, Juvenile Guardianship Assistance Application, the DHS-3310-M, Juvenile Guardianship Medical Subsidy Application, and required application documentation must be scanned and emailed to MDHHS-AGAO-apps-and-openings@michigan.gov. Please include the child's name and PID in your email. Paper applications will no longer be accepted.

Please ensure application packets are complete and include all the required documentation per policy or the application packet may be rejected and a new application packet will be required.

Guardianship Assistance Case Opening:

Effective immediately, when submitting the opening request for guardianship assistance, the final guardianship assistance and/or medical subsidy agreement(s) with the MDHHS guardianship assistance program manager signature must be included. The opening packet and the agreement must be scanned and emailed to MDHHS-AGAO-apps-and-openings@michigan.gov. This will help the Adoption and Guardianship Assistance Office expedite the opening process.

Please submit opening paperwork timely. This can occur once the JC 91, Order Appointing Guardian is received by the foster care worker, entered into MiSACWIS and the child's placement has been updated. Any questions regarding guardianship assistance openings, once the opening paper work has been emailed to MDHHS-AGAO-apps-and-openings@michigan.gov can be directed to Dawn Ray at RayD@michigan.gov or 517-241-6570.

Guardianship Assistance Extensions:

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (PL 110-351) includes an option for states to extend guardianship assistance agreements for youth who began receiving guardianship assistance at age 16 years or older. There currently is not an extension program for the guardianship assistance program for children who were placed in a juvenile guardianship prior to their 16th birthday. For additional information please see GDM 716 of the guardianship assistance policy manual at <http://www.mfia.state.mi.us/olmweb/ex/html/>.